

Old Saybrook

COVID 19 Community UPDATE #55 – May 9, 2020

The following Community Update is being provided to you from the
Town of Old Saybrook Emergency Operations Center.

The intent of this document is to provide a daily summary of preparedness,
response and other government activities.

Public Safety & Community Information

- The Nation, State, and Town remain under Declared States of Emergency.
- The Town's Emergency Operations Center (EOC) remains operational.
- There were no new CONFIRMED cases of COVID-19 today in Old Saybrook.
- Old Saybrook belongs to the Connecticut River Area Health District (CRAHD).
- This includes the Towns of Chester, Clinton, Deep River, Haddam, and Old Saybrook.
- There were no new CONFIRMED cases of COVID-19 today in our Health District.
- These are the current reported Positive Cases according to CRAHD:

-	Chester	-	40 Confirmed Cases	9 Deaths
-	Clinton	-	37 Confirmed Cases	3 Deaths
-	Deep River	-	10 Confirmed Cases	2 Deaths
-	Haddam	-	24 Confirmed Cases	
-	Old Saybrook	-	24 Confirmed Cases	
- A Public Conference Call with local businesses has held this morning.
- Still need masks? Not able to make it the other day? No problem!
- Simply stop by the Police Department, provide proof of residency, and get your masks!
- It's that easy! Wearing a Face Mask prevents the Community Spread of COVID-19.
- We are getting prepared to provide face masks for business to give their employees.
- This is an effort to ensure businesses that are able to open on May 20, 2020 in accordance with the Governor's Directives/Orders have the proper PPE for their employees.
- Businesses – Please click the link and complete the form.
<https://forms.gle/dAhEzbvELesAYcxu6>
- We have reached edition # 55! We hope that you have found these daily updates beneficial.
- We will continue to bring you response and recovery news, just on a different schedule.
- The COVID 19 Community UPDATE will be published on Monday, Wednesday, and Friday.

Public Health

- Maintain Social Distancing – Stay six (6) Feet away from another person.
- Do not participate in group activities that have more than five (5) people.
- Wash your hands often! It helps stop the spread of the virus!
- Wear a mask to help prevent community spread! (That's why we handed them out!)
- May 20th is NOT a full "Return to Normal" Date. Returning to normal will happen in phases.

Recovery Taskforce – Open OS!

- One of the four (4) phases of Emergency Management is "Recovery".
- The State released a "sample" of what our "new normal" will look like come May 20th.
- Things will be much different for a bit, as we return to normal.
- We have attached the State's "reopening" rules as they pertain to: Hair Salons/Barber Shops, Restaurants, Offices and Retail Establishments. Read them & let us know what you think!
- The Town's Recovery Taskforce will meet this week.
- We will look for whatever creative ways we can legally be supportive of our local businesses.
- You have an opportunity now to provide direct input with our Recovery planning.
- This is your opportunity to let your voice be heard! Email us today! All ideas are welcomed!
- Email your thoughts and ideas to: OpenOS@OldSaybrookPolice.com

Social Services / Youth and Family Services

- Social Services Appointments will be conducted by phone, 860-395-3188.
- This is a difficult time for many people. Please know we care and we are here for you.
- Youth and Family Services Counselors are providing tele-counseling services. 860-395-3190.
- Our services are completely professional and confidential.
- YFS Staff continues to "virtually check in on" over 130 senior citizens each week.

Municipal Government Operations

- Get your Beach Pass ON LINE!! <https://oldsaybrookbeach.cityhallsystems.com/index.php>
- Beginning this weekend, ONLY Town Residents will be allowed to park at our beaches.
- Both Town Beach and Harvey's Beach will operate at 50% Capacity.
- There will be no bathroom or shower facilities open. (Plan ahead).
- Police Officers will be at our beaches to ensure these Emergency Orders are followed.
- The Emergency Orders regarding the beaches will be in effect until at least June 30, 2020.
- PLEASE don't complain to the young adults working at the beach. They didn't make the rules.

Public School District

- The District will begin planning for the Fall Opening of Schools as best as possible.
- Federal and State Authorities have not yet issued final guidance on the matter.
- District Leaders continue to collaborate with students, parents, and staff to formulate plans to honor the Graduating Class of 2020.

Good News!!

Thank you Old Saybrook for all your **TRUE LOVE!!**

We **LOVE all the **RED Hearts** that popped up all over Town**

Way to Spread the **LOVE!**

Check out this link to see many of the contest submissions:

<https://www.youtube.com/watch?v=eJLxvwe4Gys&feature=youtu.be>

Our next contest will involve some thought.....

We are seeking nominations for someone who could use a

“Little Random Act of Kindness” in their life this week.

Submit your entry to the EOC

Let us know who and why!

Fun@OldSaybrookPolice.com

- Happy Mother's Day!!!
- Be safe. Keep Smiling. We will get through this!



**ONE COMMUNITY.
ONE TEAM.**

REOPEN Connecticut[®]

SAFER. STRONGER. TOGETHER.



Governor Ned Lamont
Sector rules for May 20th reopen
May 8th, 2020

SECTOR RULES FOR MAY 20TH REOPEN

GOAL

Proactively protect public health and speed up the pace of economic, educational, and community recovery while Restoring Connecticut's quality of life.

1

SAFETY FIRST

We will reopen society safely and securely with a proactive program that safeguards the health of our vulnerable residents, continues physical distancing, and provides clear safeguard rules for businesses and institutions deemed safe to reopen.

2

SCIENCE-DRIVEN

Our strategy will rely on a scientifically validated set of public health interventions. Patient assessment, testing, proactive tracing, field studies, and public health guidance will be deployed simultaneously to contain infection.

3

PREPARED

We will work closely with hospitals and health systems to procure and distribute critical personal protective equipment, and assess capacity of beds and ventilators to ensure optimal standard of care.

4

CHOICE

Individual businesses within sectors allowed to open are empowered to make their own choice on when they reopen. When they open, they must comply with rules we lay out to safeguard their employees and customers.

5

DYNAMIC

We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.

SECTOR RULES FOR MAY 20TH REOPEN

HOW WE WILL OPEN OUR ECONOMY SAFELY

Our plan to open the economy will address two factors:

WHAT businesses can open and when.

HOW businesses must operate **if they choose to open**.

WHAT:

- We know that some businesses put employees and customers at greater risk of transmission.
- We will prioritize opening businesses that pose a lower transmission risk and drive outsized impact on the economy.
- Transmission risk is defined as contact intensity and modification potential of businesses.
 - Contact intensity considers contact proximity, contact length, and number of contacts.
 - Modification potential considers the businesses' ability to socially distance and sanitize in accordance with regulations.
- We will assess the impact on state economic health with a focus on number of employed individuals, total GDP impacted, and impact on small businesses that make up the backbone of our economy.

HOW:

- We will provide clear operational guidance to businesses on how to reopen while ensuring the safety of both employees and customers.
- Guidance will include social distancing and hygiene, as well as the use of personal protection – for business operators, workers, and customers.
- The goal is to not only open safely, but create confidence in our society across employers, employees, and customers.
- The level of guidance will gradually become less restrictive over time, as our confidence in the ability to monitor and contain the disease increases.

SECTOR RULES FOR MAY 20TH REOPEN

WHAT: SECTOR REOPENING OVER TIME

The state will open its economy with a gradual approach

The first set of businesses will start reopening when we see a sustained 14-day decline in hospitalizations, have adequate testing capacity, have a contact tracing system in place, and have procured sufficient PPE. The tentative timing for that reopen is May 20th.

ALREADY OPEN

Manufacturing
Construction
Real Estate

Utilities
Essential retail
Childcare

Hospitals

MAY 20TH

Restaurants
(outdoor only,
no bar areas)
Remaining
retail
Outdoor
recreation

Offices
(continue
WFH where
possible)
Personal
services (hair)

Museums, Zoos
(outdoor only)
University
research

FUTURE REOPEN DATES

Details forthcoming

SECTOR RULES FOR MAY 20TH REOPEN

HOW: SAFEGUARDS

As we start opening select businesses on May 20th, we will open at our strictest controls on business operations and societal interaction. This will include, among other measures:

- Capacity limit of 50% for businesses that reopen.
- Strict cleaning and disinfection protocols in all settings.
- Those who can work from home should continue to do so
- Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
- Facemasks should continue to be worn in public at all times.
- Social gatherings will be restricted to a maximum of 5 people.

As we see progress on a defined set of public health metrics (detail to follow), we will gradually loosen safeguards. This will allow for the next set of businesses to open and potentially for businesses already open to operate with additional leeway. We expect this will occur over the coming months through September 2020.

As always, we will make decisions based on data and science. Our plan intentionally allows for sufficient time for learning, adoption of behaviors, and ultimately the achievement of improved health metrics that create the necessary environment for new business operations. If public health metrics deteriorate, the State may choose to revert back to stricter safeguards.



HAIR SALONS & BARBERSHOPS

In Phase 1, hair salons & barbershops will open at 50% capacity by appointment only, with waiting rooms closed. Services offered will be restricted to hairdressing and eyebrows, nothing that would require removal of a facemask (e.g., beard trimming, lip waxing, etc.). Blow drying not permitted.

HAIR SALONS & BARBERSHOPS

OVERVIEW

As Connecticut's hair salons and barbershops reopen, the most important consideration will be the health and safety of employees and patrons. Hair salons & barbershops are high-contact environments that necessitate interaction in violation of social distancing rules; however, adherence to the rules developed by the State of Connecticut can mitigate the risk this contact poses. Businesses should exercise caution throughout the phases of reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet these by May 20, shall delay opening until they are able.

While these rules provide a way for hair salons and barbershops to reopen as safely as possible, risks to customers and employees cannot be fully mitigated. Customers who choose to visit hair salons and barbershops during this time should be aware of potential risks. Individuals over the age of [65] or with other health conditions should not visit hair salons & barbershops, but instead continue to stay home and stay safe.

Businesses shall take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation. We urge customers to stay vigilant and pay attention as to whether establishments they frequent are faithfully implementing these rules.

STATE GUIDANCE FOR HAIR SALONS & BARBERSHOPS

These rules are intended to help hair salons and barbershops safely get back to work. The information here can be supplemented with guidance from professional organizations and by other industry groups, some of which are listed below. These rules may be updated.

FURTHER RESOURCES

Professional Beauty Association

https://www.probeauty.org/docs/default-source/coronavirus-documents/pba-back-to-work-guidelines.pdf?sfvrsn=4afa9a9b_12

Associated Hair Professionals

<https://www.associatedhairprofessionals.com/back-to-practice>

American Barber Association

<https://americanbarber.org/wp-content/uploads/2020/04/The-American-Barber-Association-and-coronavirus.pdf>

Occupational Safety and Health Administration

<https://www.osha.gov/Publications/OSHA3990.pdf>

HAIR SALONS & BARBERSHOPS



PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.



PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules.



TRAINING

The employer shall institute a training program and ensure employee participation in the program. There shall also be weekly refreshers on policies. The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. Training shall include:

- The rules outlined in this document.
 - Protocols on how to clean and use cleaning products (incl. disinfectants) safely.
- Additional guidance can be found here:

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Note: Ensuring subcontractors are trained is also the responsibility of the employers.



CLEANING PLAN

Develop cleaning plans and checklists that incorporate these guidelines. Ensure it is clear which employees are responsible for implementing the plans.



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including, but not limited to:

- Bathrooms, shampoo bowls, chairs and headrests, shears, combs, brushes, tweezers, razors, styling tools, rolling carts

HAIR SALONS & BARBERSHOPS



SHIFTS

Stagger shift start/stop times, break times, and lunchtimes to minimize contact across employees.



LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



HAIR SALONS & BARBERSHOPS



SIGNAGE

Post clear signage that reinforces new policies (include signage in multiple languages where employees and/or clientele are not native English speakers), including:

- Visits by appointment only
- Social distancing, cleaning, and disinfection protocols
- Personal protection protocols (face masks, gloves) for customers and employees
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms



VENTILATION

Increase ventilation rates and increase the percentage outside air that circulates into the system where possible. In workplaces without a central air handling system, make every effort to bring in outside air by opening doors and windows.



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage customers to remain 6ft apart (e.g., at reception desk).



WORKSTATION SETUP

- Rearrange space to maintain 6+ feet of distance between customers and limit movement of employees within facility
- Stagger workstations and shampoo bowls
- Install physical barriers where possible
- Ask customers to wait in cars till appointment time; Close waiting rooms
- Blow drying not permitted



DISCRETE WORK ZONES

Where possible, segment the workspace into discrete zones, prevent movement between zones and close spaces where employees congregate, (e.g., hair stylists work at same station during workday to minimize overlap).



SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible. If shared, clean after each use.

HAIR SALONS & BARBERSHOPS



NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function, including:

- Magazines, pamphlets, other waiting room materials
- Customer-facing water and coffee machines
- Coat rooms – have customers bring their personal belongings to the workstation where they will be serviced.



HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.



TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Contactless payments
- Paper towel dispensers
- Soap dispensers
- Trash cans (ensure bins have lids)

HAIR SALONS & BARBERSHOPS

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear face shields and a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Gloves optional; if used must be changed between customers.
- Gloves and eye protection are required when using cleaning chemicals.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS

- Customers are required to bring and wear masks or cloth face covering that completely covers the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition.

CONVERSATION

- Limit verbal communication between the client and employee when within 6ft to the extent practical.

HAIR SALONS & BARBERSHOPS



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



CLEANING OR DISINFECTING PRODUCTS &/OR DISPOSABLE WIPES

Make available near commonly used surfaces, where possible including:

- Cash registers
- Phones
- Computers
- Credit card machines
- Reception desk
- Light switches
- Door handles



SHAMPOO BOWLS

Disinfect between customers. Allow disinfectant to soak in bowl for 10 minutes, then scrub down bowl and faucets/nozzles.



HANDWASHING

Ensure employees wash their hands routinely (at minimum, between customers) using soap and water for at least 20 seconds.



BATHROOMS

Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



LINENS AND CAPES

- Launder with aggressive detergents.
- Dry thoroughly and store in closed cabinets.



CLEANING & DISINFECTING

Disinfectants are irritants and sensitizers and should be used cautiously. Clean and disinfect frequently touched surfaces at least daily and if shared after each use.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Clean and disinfect workstations and tools between customers, including:

- Station counters
- Shears
- Tweezers
- Mirrors
- Styling tools
- Brushes and combs
- Rolling carts
- Drawers or any storage containers
- Product on station
- Chair and headrest

Note: Store tools in closed containers or drawers when not in use.

HAIR SALONS & BARBERSHOPS



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees shall stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID related safety and health conditions.

- Additional information can be accessed at www.OSHA.gov
- Additional information for the public sector can be accessed at www.connosha.com



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at:

<https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



OFFICES

In Phase 1, offices can open at up to 50% capacity. Employees should continue to work from home where possible.

OFFICES

OVERVIEW

As Connecticut's offices reopen, the most important consideration will be the health and safety of employees. Businesses must exercise caution throughout the reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet the rules listed here by May 20, should delay opening until they are able to.

While these rules provide a way for offices to reopen in as safe a manner as possible, risks to employees cannot be fully mitigated. Employees who choose or are instructed to return to their offices during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions should not visit offices, but instead continue to stay home and stay safe.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation. We urge employees to stay vigilant and pay attention as to whether their offices are faithfully implementing these rules.

REOPEN RULES FOR OFFICES

For offices, **employees are encouraged to continue to work from home where possible**. Tenants should coordinate with building owners to ensure these rules are implemented effectively. Common areas shared between tenants are the responsibility of the landlord (e.g. lobbies, elevators, etc.), while individual tenant areas are the responsibility of the tenant (e.g. individual floors, kitchen areas, etc.).

These rules are intended to help offices safely get back to work. The information here can be supplemented with guidance from professional organizations and by other industry groups, some of which are listed below. These rules may be updated.

FURTHER RESOURCES

Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Occupational Safety and Health Administration
<https://www.osha.gov/Publications/OSHA3990.pdf>



OFFICES



WORK FROM HOME

Encourage employees to continue to work from home where possible, and put in appropriate measures to facilitate this where possible.



PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.



PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules.



SHIFTS

Stagger shift start/stop times and break times to minimize contact across employees.



LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



LIMIT VISITORS

Limit visitors and service providers on-site; shipping and deliveries must be completed in designated areas.



TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- The rules contained in this document.
- Protocols on how to clean and use cleaning products (including disinfectants) safely.

Additional guidance can be found here:

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Note: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.

OFFICES



THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including, but not limited to:

- Entrances/lobbies, bathrooms, kitchens, hallways, elevators, door handles/door knobs, shared equipment (e.g., printers, scanners, phones, vending machines), desks, chairs, computers, monitors



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



OFFICES



SIGNAGE

Post clear signage that reinforces new policies, like:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms



VENTILATION

Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage employees to remain 6ft apart (e.g., in the lobby, in workspaces).



PARTITIONS

Use partitions between employees where a 6ft distance cannot be maintained, where possible.



SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible. If shared, clean after each use.



OFFICE ARRANGEMENT

Rearrange space to maintain 6ft of distance between employees and stagger the position of desks so employees can avoid sitting opposite each other. This may require keeping some desks empty and/or marking desks that should not be used.



DISCRETE WORK ZONES

Where possible, segment the workspace into discrete zones, prevent movement between zones, and close spaces where employees congregate (e.g., individuals stay on a single floor, or single part of the office).



NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function, like:

- Coat rooms – have employees bring their personal belongings to their workstation.

OFFICES



ELEVATORS

Encourage social distancing while using elevators, by:

- Encouraging social distancing while individuals queue using visual markers.
- Using signage displaying healthy elevator use protocols, including passenger limits and safe distances in the carriage.
- Using elevator attendants to manage flow and discourage over-crowding.
- Using floor markers that establish distancing zones and describe where to stand.
- Encourage alternatives, such as stairs, where possible.



TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Paper towel, soap dispensers, water fountains.
- Doors: make doors no touch or have a door person during high volume times.



HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.

OFFICES

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a face mask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.
- In workplace settings where employees are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in hallways and stairwells, going to the restroom or break room, etc.). For employees working in congregate settings (e.g., open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS & VISITORS

- Customers and visitors are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. If the customer or visitor does not have a mask or face covering, then they either must be provided one by the site employer or not allowed to enter the facility.

OFFICES



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, AND/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces, where possible, like:

- Desks
- Chairs
- Bathrooms
- Elevators
- Coffee machines
- Shared equipment (e.g., printers, scanners, phones, monitors)



BATHROOMS

Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



CLEANING AND DISINFECTING

Businesses shall follow federal guidelines (CDC, EPA) on what specific products should be used and how:

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously. Clean and disinfect frequently touched surfaces at least daily and shared objects after each use.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use. Examples include:

- | | | |
|---|---|-----------------------|
| • Entrances/lobbies | • Door handles/door knobs | • Desks and chairs |
| • Kitchens | • Shared equipment (e.g., printers, scanners, phones, vending machines) | • Computers, monitors |
| • Hallways | | • Coffee machines |
| • Elevators, including panels and buttons | | |

OFFICES



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms; including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-related safety and health conditions.

- Additional information can be accessed at www.OSHA.gov.
- Additional information for the public sector can be accessed at www.connosha.com.



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



RESTAURANTS OUTDOOR ONLY

In Phase 1, restaurants can open outdoor at up to 50% capacity, no bars.

RESTAURANTS OUTDOOR ONLY

OVERVIEW

As Connecticut's restaurants reopen, the most important consideration will be the health and safety of employees and customers. Businesses must exercise caution throughout the phases of reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet the rules listed here by May 20, shall delay opening until they are able.

While these rules provide a way for restaurants to reopen in as safe a manner as possible, risks to customers and employees cannot be fully mitigated. Customers who choose to visit restaurants during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions should not visit restaurants, but instead continue to stay home and stay safe.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to its particular situation.

We urge customers to stay vigilant and pay attention as to whether restaurants they frequent are faithfully implementing these rules.

REOPEN RULES FOR RESTAURANTS

For restaurants, **only outdoor areas can open at this time. Indoor areas and bar areas shall remain closed.** These rules are intended to help restaurants safely get back to work. The information here can be supplemented with guidance from other industry groups, some of which are listed below. These rules may be updated as conditions evolve.

FURTHER RESOURCES

NATIONAL RESTAURANT ASSOCIATION

<https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

OSHA

<https://www.osha.gov/Publications/OSHA3990.pdf>

FDA

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19>



RESTAURANTS OUTDOOR ONLY

PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.

PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules. For restaurants, the administrator should be the Certified Food Protection Manager.

TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- The rules contained in this document.
- Protocols on how to clean and use cleaning products (including disinfectants) safely.
- Additional guidance can be found here:
https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Note: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

- The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.



CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including, but not limited to:

- Bathrooms, kitchens, and seating areas



CAPACITY TRACKING

Employers are responsible for enforcing revised capacity limits (50%).



LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



SHIFTS

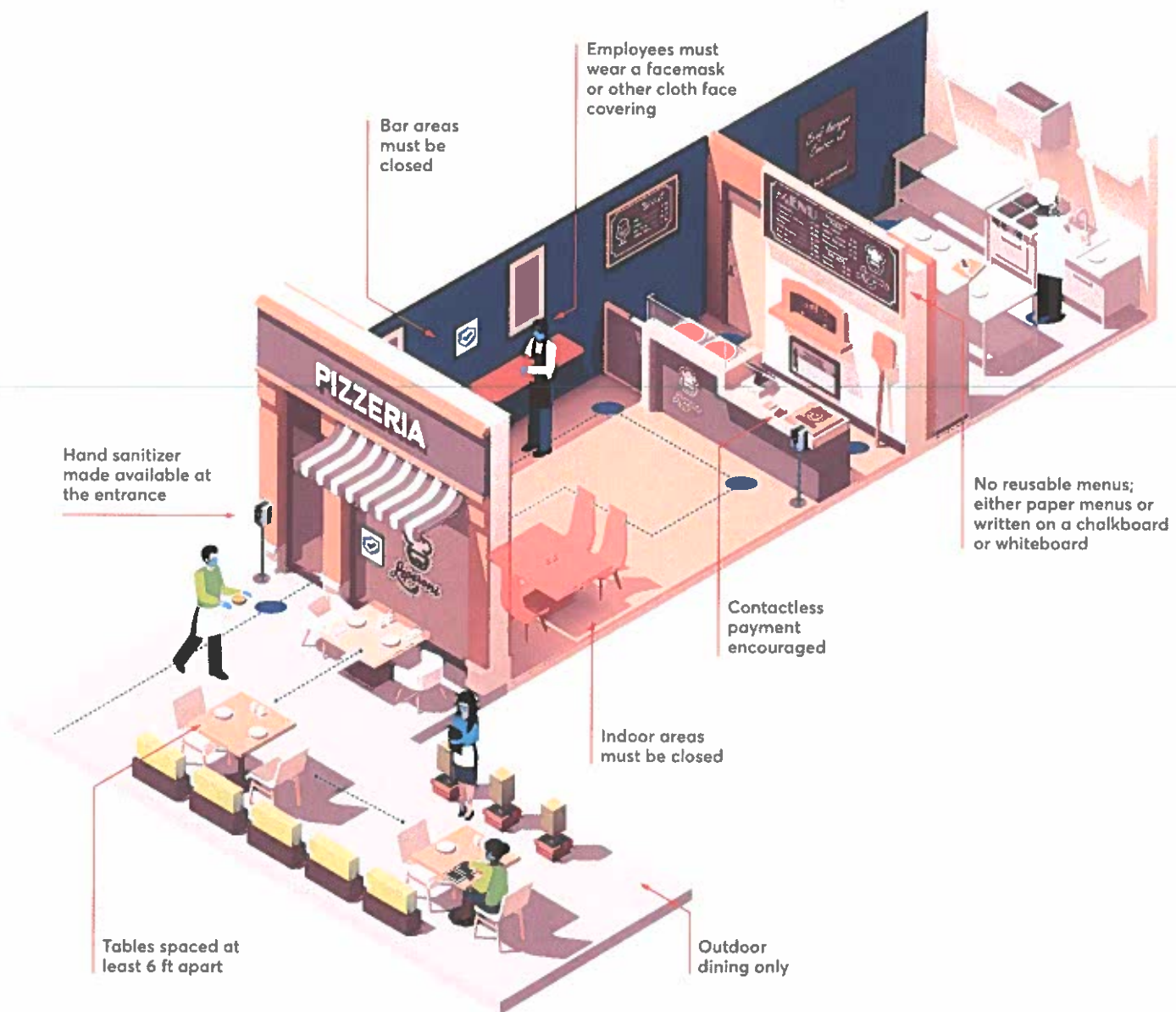
Stagger shift start/stop times, break times, and lunchtimes to minimize contact across employees.

RESTAURANTS OUTDOOR ONLY



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



RESTAURANTS OUTDOOR ONLY

ENTRY & EXIT

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

SIGNAGE

Post clear signage that supports new policies, like:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms



VENTILATION

Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.

Note: This only applies to operational indoor areas (e.g. the kitchen), given customers will only be outside.



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage customers to remain 6 ft apart (e.g., the entrance to the restaurant, lines to be seated, lines to make payments, lines to use the restroom).



SEATING/TABLE ARRANGEMENT

Rearrange space to maintain at least 6 feet of distance between customers. **Ensure tables are at least 6+ ft apart.** If customers are sitting in booths or seating is fixed, groups of customers must still be 6+ ft apart. This may require keeping some booths or seats empty. Distance shall be measured from the closest chair at one table to the closest chair at another table.



BUFFETS

Eliminate buffet self-serve stations; only permit employees to serve from food counters.



NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to business' main function (e.g., dance floors, pool tables, playgrounds, etc.).



DISCRETE WORK ZONES FOR SERVERS

Servers shall serve specific zones in the restaurant to minimize overlap, where possible.



SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible (e.g., cooking equipment, trays, etc.).

RESTAURANTS OUTDOOR ONLY



IN THE KITCHEN

Rearrange workstations so that food workers do not face one another and are 6 ft apart where possible (e.g., stagger workstations on either side of processing lines).



SILVERWARE

Use rolled or packaged silverware.



TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Contactless payments, paper towel dispensers, soap dispensers, and trash cans



MENUS

Offer paper menus and dispose after guests have ordered, or display menu on a wall/white board, and/or encourage customers to view the menu on their phone.



CONDIMENTS

Use single use packets or containers.



HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.

RESTAURANTS OUTDOOR ONLY

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves are required for table servers, and must be replaced frequently.
- Gloves and eye protection are required when using cleaning chemicals.
- Kitchen workers shall follow FDA guidelines on usage of gloves where appropriate.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS

- Customers are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition or when eating in the restaurant.

RESTAURANTS OUTDOOR ONLY



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, AND/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces where possible (e.g., tables and chairs, bathrooms, self-service areas).



BATHROOMS

Clean frequently, implement use of cleaning log for tracking.



CLEANING AND DISINFECTING

Follow federal guidelines (CDC, EPA) on what specific products should be used and how:

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use. Examples include:
 - Entrances and exits
 - Payment devices (e.g., PIN pad)
 - Chairs



SEATING AREA AND TABLES

Sanitize seating area, tables, and common items after each seating.



KITCHEN

Sanitize kitchen and kitchen equipment on an ongoing basis (at least daily) and more frequently if used more often.

RESTAURANTS OUTDOOR ONLY



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms; and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees shall stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers, and follow state testing and contact tracing protocols.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-related safety and health conditions.

- Additional information can be accessed at www.OSHA.gov.
- Additional information for the public sector can be accessed at www.connosha.com.



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



RETAIL & MALLS

In Phase 1, Retail businesses and malls can open at up to 50% capacity.

RETAIL & MALLS

OVERVIEW

As Connecticut's retail stores reopen, the State wants to enable economic activities and demand to come back, while prioritizing the health and safety of employees and consumers. Various types of retail stores present different levels of interaction and potential to violate social distancing rules. For example, fitting rooms present challenges not posed by electronics stores. This set of rules developed by the State of Connecticut aims to mitigate the risks presented in all retail stores.

Businesses must exercise caution throughout the reopening, ensuring strict adherence to the rules listed here. Those businesses that are not able to meet the rules listed here by May 20, shall delay opening until they are able.

While these rules provide a way for retail stores to reopen as safely as possible, risks to customers and employees cannot be fully mitigated. Customers who choose to visit stores during this time should be aware of potential risks. Individuals over the age of [65] or with other health conditions should not go shopping, but instead continue to stay home and stay safe.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation. We urge customers to stay vigilant and pay attention as to whether retail establishments they frequent are faithfully implementing these rules.

STATE GUIDANCE FOR RETAIL & MALLS

These rules are intended to help retail stores safely get back to work. The information here can be supplemented with guidance from professional organizations and by other industry groups, some of which are listed below. These guidelines may be updated.

FURTHER RESOURCES

NATIONAL RETAIL FEDERATION

<https://nrf.com/resources/operation-open-doors>



RETAIL INDUSTRY LEADERS ASSOCIATION

<https://www.rila.org/coronavirus-resources-for-retailers>

CENTERS FOR DISEASE CONTROL AND PREVENTION

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

<https://www.osha.gov/Publications/OSHA3990.pdf>

RETAIL & MALLS

PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.

PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules.



CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.

TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- Rules contained in this document.
- Protocols on how to clean and use cleaning products (incl. disinfectants) safely.
- Additional guidance can be found here:
https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf
- The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.

If any on site duties are subcontracted, it is the employers responsibility to ensure subcontractors are also appropriately trained



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including:

- Staff break rooms
- Commonly touched areas in front of stores, such as baskets and carts



LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



SHIFTS

Stagger shift start/stop times, break times, and lunchtimes to minimize contact across employees.

RETAIL & MALLS



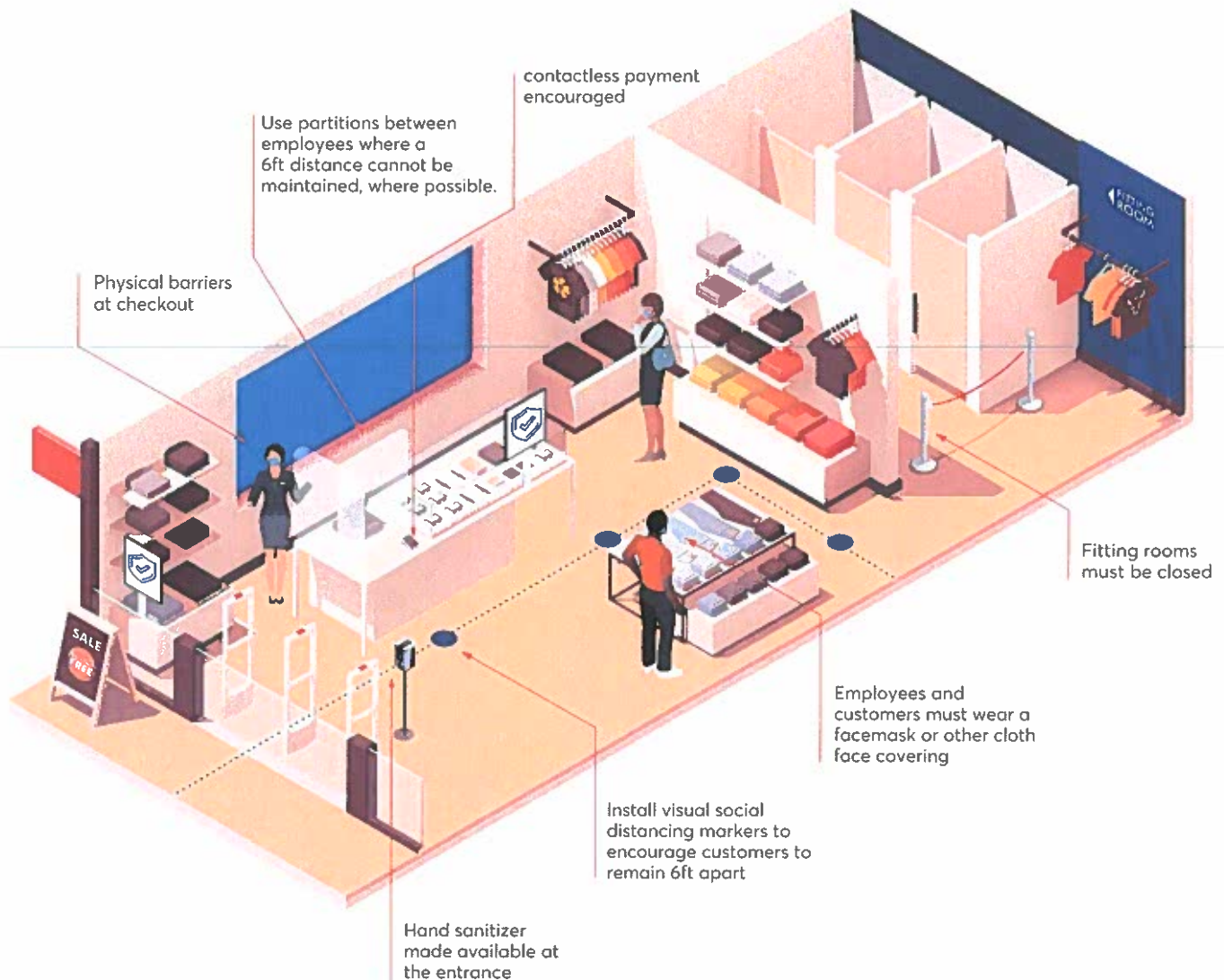
VULNERABLE POPULATIONS

Stores shall consider having designated hours for vulnerable populations (e.g., the elderly or those with underlying health conditions).



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



RETAIL & MALLS

SIGNAGE

Post clear signage that reinforces new policies, including:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves) for customers and employees
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms



VENTILATION

Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage customers to remain 6ft apart (e.g., lines outside of the stores if applicable, lines to make payments, lines to use the restroom).



PARTITIONS

Use partitions between employees where a 6+ feet distance cannot be maintained, where possible.



WORKSTATIONS

Rearrange space to maintain 6+ feet of distance between customers and limit movement of employees within facility.

- Install physical barriers for checkout stations where possible
- Assign employees to workstations where they remain through workday



NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function (e.g., self-serve samples, circulars).



SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible; if shared, clean after each use.

RETAIL & MALLS



DISCRETE WORK ZONES

Where possible, segment the workspace into discrete zones, prevent movement between zones, and close spaces where employees congregate.



TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Paper towel dispensers, soap dispensers, trash cans



HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.



FITTING ROOMS

Close all fitting rooms.

RETAIL & MALLS

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely cover the nose and mouth, unless doing so could be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot not open.

PERSONAL PROTECTION FOR CUSTOMERS

- Customers are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth, unless doing so would be contrary to his or her health or safety due to a medical condition.

RETAIL & MALLS



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces, where possible (e.g., cash registers, credit card machines, light switches, and door handles).



BATHROOMS

Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



CLEANING & DISINFECTING

Businesses shall follow federal guidelines (CDC, EPA) on what specific products shall be used and how.

- Disinfectants are irritants and sensitizers, and should be used cautiously. Clean and disinfect frequently touched surfaces (e.g., door handles, cash registers) at least daily and shared objects (e.g., payment terminals, baskets, carts) after each use.
- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.

RETAIL & MALLS



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees shall stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID related safety and health conditions.

- Additional information can be accessed at www.OSHA.gov
- Additional information for the public sector can be accessed at www.connosha.com



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

RETAIL & MALLS

In addition to complying with the rules for stand-alone retail stores above, malls (any building containing stores without egress to the street or parking lot) shall comply with the following:



CLOSE ALL DINING AREAS

- Food and drinks places inside malls can only serve take-outs.
- Food and drinks places (but not bars) with outdoor seating can serve dine-in guests in accordance with restaurant sector rules.
- Close off any seating areas (e.g., food hall).



ENHANCE SECURITY PRESENCE

- Enhance security guard patrols to break up or eject congregations of people larger than allowed under the rules.
- Enhance security guard patrols to enforce the rules on no consumption of take-out foods inside malls.



VALET SERVICES

Discontinue valet services.



RESTROOMS

Close satellite restrooms where necessary; implement frequent cleanings of main restrooms with cleaning logs.



ENTRANCE

Make doorways single-direction flow.